



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 3710.1

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01 June 2013

TRAINING SQUADRON FOUR INSTRUCTION 3710.1

Subj: STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 3710.7U
(b) CNATRAININST 3710.2U
(c) CNATRAININST 1542.134B
(d) CNATRAININST 3710.13G
(e) COMTRAWINGSIXINST 3710.1N
(f) COMTRAWING SIX Low Level Training Rules
(g) COMTRAWINGSIXINST 3740.2Q
(h) CNAF ASAP WAIVER FOR CNATRA AIRCRAFT

Encl: (1) Standard Operating Procedures Change Request
(2) T-39 Qualifications Flow Chart
(3) MCS Qualifications Flow Chart
(4) Aircrew Currency Requirements
(5) VT-4 ORM Preflight Worksheet

1. Purpose. To promulgate Standard Operating Procedures (SOP) for flight operations within Training Squadron FOUR (VT-4).

3. General. This instruction is intended to supplement references (a) through (h) and provides guidance in the event that no other governing directive applies. Should conflict exist between this instruction and any other publication, the more restrictive directive will govern.

4. Action. All personnel involved with the operation of VT-4 aircraft or the Multi-Crew Simulator (MCS) shall be thoroughly familiar with the contents of this instruction and comply with the directives and policies stated herein, and shall maintain a copy of this instruction with their NATOPS manual.

S. S. White

TRARONFOURINST 3710.1
01 June 2013

Distribution:
(TRARONFOURINST 5216.2)
All Officers
CDO/SDO Binder
Operations Department (4)
Stan/Training Department (4)
COMTRAWING SIX Operations (4)
COMTRAWING SIX Res Det (1)

TRARONFOURINST 3710.1
01 June 2013

RECORD OF CHANGES

<u>CHANGE NUMBER</u>	<u>DATE OF ENTRY</u>	<u>SIGNATURE</u>

TRARONFOURINST 3710.1
01 June 2013

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TABLE OF CONTENTS

CHAPTER 1 - GENERAL

100.	OBJECTIVE	1-1
101.	SCOPE	1-1
102.	REQUIRED ITEMS	1-1
103.	ACCELERATION LIMITS	1-2
104.	CHANGE PROCEDURES	1-2
105.	REVIEW	1-2
106.	WAIVERS	1-2

CHAPTER 2 - AIRCREW TRAINING

200.	GENERAL	2-1
201.	DESIGNATIONS AND QUALIFICATIONS	2-1
202.	ASSOCIATE INSTRUCTOR PROGRAM	2-11
203.	AIRCREW CURRENCY REQUIREMENTS	2-11
204.	AIRSICKNESS EPISODES	2-2
205.	STAGE STANDARDIZATION CURRENCY	2-2

CHAPTER 3 - AIRCRAFT OPERATIONS GENERAL

300.	FLIGHT BUBBLE.....	3-1
301.	BRIEFING CRITERIA	3-1
302.	WEATHER CRITERIA	3-2
303.	TAXIING AIRCRAFT	3-2
304.	AVIATION SAFETY AWARENESS PROGRAM (ASAP)	3-3
305.	COCKPIT COMMUNICATIONS.....	3-3
306.	SIMULATED IN FLIGHT EMERGENCY PROCEDURES TRAINING.....	3-3
307.	PRACTICE PRE-FLIGHTS/STATIC DISPLAYS	3-3

CHAPTER 4 - GENERAL POLICIES AND PROCEDURES

400.	SAFETY	4-1
401.	CROSS-COUNTRY PLANNING AND PROCEDURES	4-1
402.	LOCAL AREA LOW LEVEL (LL) FLIGHT PROCEDURES	4-3
403.	AIRCRAFT INCIDENT REPORTING	4-3
404.	DAILY FLIGHT SCHEDULE / CHANGES TO FLIGHT SCHEDULE	4-3

CHAPTER 5 - FUNCTIONAL CHECK FLIGHT/MAINTENANCE RECOVERY PROGRAM

500.	FUNCTIONAL CHECK FLIGHT (FCF) DESIGNATION REQUIREMENTS	5-1
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CHAPTER 6 - T-39 OPERATIONS

600.	AIRCRAFT OPERATIONS	6-1
601.	PROHIBITED MANEUVERS	6-1
602.	DESIGNATIONS AND QUALIFICATIONS	6-1
603.	AIRCREW NATOPS QUALIFICATIONS	6-1
604.	CROSS-COUNTRY OPERATIONS	6-1

CHAPTER 7 - MCS OPERATIONS

RESERVED FOR MULTI-CREW SIMULATOR (MCS) OPERATION

CHAPTER 1

GENERAL

100. OBJECTIVE. The objective of this instruction is to ensure the standardization of all flight and simulator operations within Training Squadron FOUR (VT-4). This SOP instruction supplements references (a) through (h) providing all aircrew operating VT-4 aircraft or simulators with uniform procedures for flight and simulator operations and training.

101. SCOPE. This instruction is applicable to all flight/simulator operations involving VT-4 aircrew. This instruction does not contain information already covered in COMTRAWINGSIXINST 3710.1N (CTW-6 SOP), but is intended to supplement or provide additional information. It is not intended to restrict sound judgment where safety of flight is concerned.

102. REQUIRED ITEMS

a. All aircrew members shall be familiar with this instruction prior to flying VT-4 missions. Additionally, aircrews shall keep current with the latest changes to the squadron's SOP and policies. In order to ensure currency, a VT-4 Read File shall be maintained in the Squadron Duty Office. The VT-4 Read File shall consist of timely training, operational, and safety of flight issues only. All Read File items shall be routed through the Standardization Officer and Executive Officer with final approval and signature by the Commanding Officer.

b. Aircrew shall ensure they have read the VT-4 Read File items prior to launch and annotate the item number along with their initials and date on their read file card. Additionally, aircrew shall complete an Ops Limits/Bold Face Exam and annotate it on their read file card prior to their first flight or simulator event in each quarter (i.e. January, April, July, October).

c. Aircrew shall ensure they are properly briefed in accordance with (IAW) NATOPS, SOP, and all relevant updates to include weather, Temporary Flight Restrictions (TFRs), and any other pertinent information from the SDO before launching.

103. AIRCRAFT LIMITS EXCEEDANCE. All incidents involving aircraft exceeding any aircraft limit, including acceleration limits and gear or flap over-speeds, shall be reported immediately to the Squadron Duty Officer. The Squadron Duty Officer will immediately inform the Operations Officer and the Safety Officer. The report shall include the date, time, call sign, instructor, student, event and the type of maneuver being performed.

104. CHANGE PROCEDURES. Recommended changes to these Standard Operating Procedures (SOP) shall be submitted using Enclosure (1), and will be reviewed by the Safety Officer, Standardization Officer, Operations Officer and the Executive Officer. Final approving authority for changes is the Squadron Commanding Officer. The Standardization Officer will promulgate approved changes.

105. REVIEW. This instruction shall be reviewed at least annually via the annual change review board chaired by the VT-4 Operations Officer. Read File items will either be incorporated into the SOP change or cancelled upon SOP rewrite.

106. WAIVERS. Only the Commanding Officer or his representative may approve deviations from this instruction. If the Commanding Officer is not available, the direct representative will be the Executive Officer, or in his absence, the Operations Officer. Any other representative must be designated in writing. Where such deviations are authorized, they will be brought to the attention of the Commanding Officer as soon as possible.

CHAPTER 2

AIRCREW TRAINING

200. GENERAL. All squadron and associate aircrew shall maintain the highest possible level of proficiency so that the mission of training Undergraduate Military Flight Officers (UMFO) can be accomplished safely and efficiently. It remains the individual's responsibility to maintain currencies in all aircraft, simulator, physiology, and standardization qualifications.

201. DESIGNATIONS AND QUALIFICATIONS

a. General. Initial instructor designation and all stage qualifications are conducted in accordance with the CNATRAINST 1542 (series) Instructor Under Training Master Curriculum Guide.

b. Stage Qualifications

(1) All Standardization (STAN) ground events/tests shall be completed prior to any check flight.

(2) The Standardization Officer shall forward the evaluation sheet and designation letter to the Commanding Officer.

(3) After the designation letter is signed by the Commanding Officer, the Standardization Officer shall update the VT-4 Qualification Matrix.

(4) Initial qualifications expire after one year. A standardization check shall be completed for each stage of instructor qualification by the end of the qualification month.

c. Supplemental Evaluations. Standardization Instructors will conduct periodic supplemental evaluations (observations) of briefings, flights, simulators and/or debriefings to identify and correct training syllabus/instructional trends.

202. ASSOCIATE INSTRUCTOR PROGRAM. In addition to the CTW-6 SOP guidance, associates should be scheduled to fly, instruct simulator events and attend meetings per reference (g).

203. AIRCREW CURRENCY REQUIREMENTS. While Operations and the STAN/Training Department track aircrew stage and airframe

currencies, annual NATOPS, Instrument, and STAN check requirements, Squadron Duty Officer's (SDO's) shall verify the VT-4 Qualification Matrix, flight currency and VT-4 Read Files are up-to-date before making changes to the flight schedule.

When in doubt about currency/qualifications, the SDO will contact the squadron Standardization Officer or Stage Manager for the stage in question.

204. AIRSICKNESS EPISODES. Should a Student experience airsickness the following procedures shall be accomplished:

a. Instructor Responsibilities. The Instructor shall document the airsickness episode in the comments section of the Aviation Training Form (ATF), specifying the nature of the episode as "active" or "passive". Complete Section A of the Airsickness Notification Form (copies maintained by the SDO) for all Students who experience airsickness and provide it to the student during debrief.

b. Student Responsibilities. Disclose all episodes of active and significant passive airsickness to the Instructor for documentation purposes. Report for all scheduled training components of the Airsickness Management Program (AMP). Participation in Phases II through V the AMP is voluntary. However, failure to participate may call into question the student's motivation or ability and enhance the student's potential for attrition due to persistent airsickness. Upon receipt of an Airsickness Notification Form (ANF), report to the Student Control Office to update their "master" Airsickness Tracking Form to be maintained in the student's Aviation Training Jacket (ATJ). Maintain current and accurate copies of the Airsickness Tracking Form if airsick. Hand-carry Airsickness Notification Form with Section A filled out by the Instructor to Medical for all required appointments with the Flight Surgeon. Return the completed Airsickness Notification Form with Flight Surgeon comments and recommendations to the Student Control Office and Flight Schedules.

c. Flight Schedules Responsibilities. Ensure that Students who have experienced severe symptoms (i.e., incapacitation, incomplete sortie due to airsickness) are not scheduled until seen and cleared by a Flight Surgeon as annotated on the completed Airsickness Notification Form.

205. STANDARDIZATION CURRENCY. Instructors shall complete a sortie of at least one hour in duration every 90 days to

TRARONFOURNINST 3710.1
01 June 2013

maintain currency.

TRARONFOURNINST 3710.1
01 June 2013

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CHAPTER 3

AIRCRAFT OPERATIONS GENERAL

300. FLIGHT BUBBLE. As aviators it is essential to separate flying duties from distractions such as ground duties, personal factors, and other items that may interfere with an aircrew's ability to safely conduct flight or simulator operations. Instructors and students must enter a "flight bubble" 30 minutes before each flight or simulator until the completion of the debrief. While in the flight bubble, tasks that do not involve flying shall be avoided, such as collateral duties, personal cell phone calls, and checking e-mails. It is every person's responsibility to recognize when an aircrew is in their flight bubble and avoid introducing distractions.

301. BRIEFING CRITERIA. The following universal items shall be briefed during all applicable flights. All briefs shall be executed by the Student Naval Flight Officer (SNFO) with the exception of the first T-39 flight event and the first MCS event in each stage of training.

a. Applicable NATOPS/Safety of Flight brief shall be conducted prior to each flight or simulator.

b. IMSAFE Checklist (Illness, Medication, Stress, Alcohol, Fatigue, Eat). Prior to commencing any flight or simulator brief, all instructors shall thoroughly review the IMSAFE checklist with their students. Should a student indicate that they are not safe for flight or simulator, the flight or simulator portion of the event shall not be conducted. At the instructor's discretion; however, the brief portion of the event should be conducted and graded accordingly on the ATF. Students shall proceed to medical and consult with the Flight Surgeon and forward their up/down chit to Schedules and Student Control. If any crew member's IMSAFE status changes at any time, they shall immediately notify the Mission Commander/Instructor.

c. Operational Risk Management (ORM) Checklist. Aircrew shall complete all portions of the ORM checklist, enclosure (5), prior to every flight or simulator and take appropriate action. Cross-country and off-station aircrew shall review the ORM checklist prior to every flight or simulator.

d. CRM principles shall be discussed during the brief and debrief as emphasized during flight or the simulator event.

e. Bird Avoidance. All aircrew shall comply with reference (e) and utilize <http://www.usahas.com> prior to all events. Additionally, all squadron aircraft will comply with CTW-6 SOP paragraph 405d(4) on Low Level routes.

302. WEATHER CRITERIA.

a. Special Visual Flight Rules (SVFR) flights are not authorized.

b. Ground operations on snow or ice covered runways are prohibited. Flights will not be filed to off station destinations if snow is forecast within 24 hours of arrival.

c. Turbulence. Aircraft shall not file or fly in areas where severe turbulence is forecast or experienced.

303. BUREAU NUMBER VERIFICATION. Upon initial arrival at the aircraft, all aircrew shall verify that the side number matches the Bureau Number (BUNO) of the aircraft issued before beginning any preflight duties.

304. SDO NOTIFICATION. Aircrew are required to make taxiing outbound, airborne, and safe on deck calls to the Duty Officer for all flights.

a. Aircrew shall ensure two-way communications with Warbuck Base prior to taxiing outbound and include call sign and side number (For example: "WARBUCK Base, BUCKXXX, outbound, side number XXX"). Aircrew shall use an aircraft marking such as the wing or cockpit placard to report side number. Locations such as kneeboard cards shall not be used.

b. When off station, aircrew shall make a phone call to the Duty Officer after securing their aircraft following landing and prior to walking to their aircraft before flight. Aircrew shall report their actual flight times to the Duty Officer when off station. Upon reaching the final destination of a cross country, Mission Commanders shall ensure that the SDO receives aircraft status, recall numbers for all aircrew, and any other appropriate details.

c. When returning to the line upon completion of the sortie, aircrew shall report to Base with status of event completion (For example: "WARBUCK Base, BUCK XXX is in and

up/down (indicating aircraft status), complete/incomplete (for weather, airsickness, etc.").

305. AVIATION SAFETY AWARENESS PROGRAM (ASAP). Per references (a) and (h), a minimum of one ASAP entry per mission is required for each crew member (instructor and student). A mission is defined as a local sortie (to include local weekend Ops such as Pensacola International), an out-and-back sortie, or a cross country. ASAP is to be incorporated into normal post-flight duties and utilized as safety of flight issues dictate. The SDO shall be notified immediately if the squadron ASAP account is locked out.

306. COCKPIT COMMUNICATIONS.

- a. Student NFOs should be on hot MIC for all flights.
- b. Instructors should be on hot MIC for all critical phases of flight.

307. SIMULATED IN FLIGHT EMERGENCY PROCEDURES (EP) TRAINING. During EP training in flight, the Instructor shall preface any scenario with the word "simulated" repeated three times.

308. PRACTICE PRE-FLIGHTS/STATIC DISPLAYS. Aircraft parked on the flight line north of the hangar are not available for practice pre-flights. The following procedures will be used when conducting practice pre-flights on aircraft.

- a. Hangared Aircraft. Aircraft in the hangar are not available for pre-flight/static display unless the SDO has coordinated with maintenance for clearance. Under no circumstances will students practice pre-flights on hangared T-39's unless under the direct supervision of a T-39 Instructor.

- c. Guest Escort Requirements and Squadron Duty Officer (SDO)/Assistant Squadron Duty Officer (ASDO) Check-In. The squadron member will ensure any guests, civilian or military, are escorted at all times. Members and their guests will check in with the SDO/ASDO for permission to view the aircraft. Members must be in the proper uniform. The SDO/ASDO is solely responsible for granting clearance and will coordinate with L3/Vertex (850-452-3971).

TRARONFOURNINST 3710.1
01 June 2013

d. Safety. The member will follow all basic safety procedures and exercise common sense. Every effort will be made to ensure no Foreign Object Debris (FOD) is left in or around aircraft.

TRARONFOURNINST 3710.1
01 June 2013

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CHAPTER 4

GENERAL POLICIES AND PROCEDURES

400. SAFETY. Safe, effective student training is the goal of this squadron. Without vigorous, active safety and standardization programs, that goal cannot be met. If any squadron member has any question regarding safety, it is their responsibility to stop the evolution until the situation is resolved. Instructors and students should walk to and from their aircraft together. This increases opportunities for enhanced student learning and provides a "BUDDY SYSTEM" on the flight line.

401. CROSS-COUNTRY PLANNING AND PROCEDURES. In addition to CTW-6 SOP guidance, VT-4 requests for weekend cross-country flights will be submitted to the VT-4 Operations Officer Not Later Than (NLT) 1200 three (3) working days prior to the requested departure date on CNATRA-GEN 3700/2 (10 working days for T-39 cross countries). Requests for cross-countries out of CONUS must be submitted 45 days prior to the departure date. The Instructor shall ensure the request is thoroughly researched and completed, including verification of Prior Permission Required (PPRs) where required and all pertinent special considerations will be annotated in the remarks section. Upon confirming DoD contract gas is available at all destinations; cross-country requests shall be submitted with a Risk Assessment Worksheet and routed to the CO via the OPSO and XO. TAD requests shall be submitted to Admin concurrently with the cross-country request.

a. Authorized Airfields. Aircrew shall make an effort to utilize military airfields during weekend cross-countries. Airfields shall have at least one compatible Instrument Approach Procedure and military or contract fuel. Exceptions are authorized with OPSO approval. Pilot in Command (PIC)/Mission Commanders (MC)s shall ensure transient service availability and that there are no restrictions in the Instrument Flight Rules (IFR) Supplement or current Notice to Airman (NOTAM). Civilian fields are authorized if they comply with restrictions set forth in reference (b). Changes to approved intermediate stops due to weather must be approved by the CO, XO or OPSO prior to departure. Aircrew should utilize Very High Frequency (VHF) to the maximum extent practical when operating at civilian airfields.

b. Aircraft Security. Mission Commanders (MC) shall ensure aircraft are properly secured (hatches locked, wheels chocked, tie-downs secure, control locks installed) and will provide the appropriate destination base operations/Fixed Base Operator (FBO) personnel with a local recall phone number. T-39 aircraft will be locked when left unattended and at all times during air shows.

c. Aircraft Maintenance Inspection Requirements. While operating away from home field, aircrew shall ensure that all OPNAVINST 4790.2J maintenance inspection requirements are satisfied and documented on the provided A-Sheets in the Aircraft Flight Packet.

d. Flight Unsat. In the event a student's performance on any leg of a cross-country qualifies for an Initial Progress Check (IPC), the Instructor shall discontinue training and return to base by the most direct route unless there is another student available. If an immediate return to base is not possible or feasible due to aircrew limitations, weather, etc., the Instructor shall contact the SDO to obtain guidance by the CO, XO or OPSO.

e. Instructors shall ensure that Training Integration Management System (TIMS) flight records and MAFs are completed and turned in the same day the flight returns. Instructor NFOs (INFOs) shall ensure that all minimum requirements for grade sheets are completed the day of return in order to update TIMS. If there are crew day issues or cross country returns that will require extended time to complete grade sheet "comments" then the grade sheet can be completed the next business day, but not later than the students next event.

f. SDO Responsibilities. The SDO shall be available in the squadron whenever aircraft (except cross-country flights) are airborne to include one hour prior to the first launch. The SDO shall be available via the SDO cell phone for all cross-country flights, with SDO binder, on a 30 minute recall for all cross-country flights. SDO shall be in the spaces for cross-country returns.

g. Deviation from Approved Request. Deviations from the approved routing, such as addition or deletion of a flight leg, change to Estimated Time of Departure (ETD)/Estimated Time of Arrival (ETA), or change of destination, other than for safety

of flight reasons require approval from the Operations Officer. Any deviations shall be reported to the SDO immediately.

402. LOCAL AREA LOW LEVEL (LL) FLIGHT PROCEDURES.

a. A platform specific copy of the Low Altitude Training Rules (LATR) shall be carried during all LL flights.

b. In addition to procedures outlined in reference (e), LL route entry times shall be scheduled no earlier than 30 minutes after sunrise and as required to ensure that the aircraft exits the LL 30 minutes prior to sunset.

c. INFOs shall brief an Emergency Route Abort Altitude (ERAA) for all LL routes. For all LL routes within the local Pensacola area the MSA is 3,200 ft which provides 1,000 ft of altitude clearance.

403. AIRCRAFT INCIDENT REPORTING. After experiencing an aircraft incident, such as Near Midair Collision (NMAC), Bird and Animal Strike Hazard (BASH), Things Falling Off Aircraft (TFOA), Physiological episode such as G-Induced Loss of Consciousness (GLOC), or an in-flight or ground emergency of any kind not requiring activation of the Pre-Mishap Plan, the PIC/MC shall debrief the SDO, who will coordinate with all parties (when able) and issue a CTW-6 Incident Report. Prior to release of the CTW-6 Incident Report, notification shall be made to the Aviation Safety Officer (ASO), OPSO, XO or CO.

404. DAILY FLIGHT SCHEDULE/CHANGES TO FLIGHT SCHEDULE. Adherence to the flight schedule is mandatory. Aircrews are responsible for compliance with its contents. Changes to the flight schedule will be made as follows:

a. The SDO is delegated authority to swap or schedule substitute qualified flight instructors and students. Only students whose names already appear on the flight schedule or standby list may be substituted.

b. CO, XO or OPSO approval is required to add INFOs proficiency flights, Flight Surgeon FAMs, Nav proficiencies, and students who do not already appear on the flight schedule.

c. The SDO shall ensure instructor qualifications IAW the VT-4 Qualification Matrix, flight currency, and VT-4 read files are up-to-date before making changes to the flight schedule. If

there is a question, contact the Standardization Officer or respective Stage Manager.

d. When in doubt concerning student priority, the SDO will contact OPS.

e. Instructor/Student Standbys

(1) Instructors and students shall be prepared and available to fly their scheduled standby event during the entire assigned period.

(2) Instructors and students on standby are on a 15 minute recall status and shall keep the SDO informed of their location. No-shows or late recalls will be considered unofficer-like conduct.

f. In the absence of the CO and XO, personnel designated in writing are authorized to sign the flight schedule (i.e. SAU CO or OPSO).

g. Students shall receive a crew rest briefing upon check in and are accountable to understand the policy.

(1) Aircrew shall have 12 hours off prior to a flight/simulator event.

(2) Aircrew shall not be in squadron spaces 12 hours prior to a flight/simulator event.

(3) Aircrew shall not exceed a 12 hour day involving flight/simulator duties without the Commanding Officer's approval.

(4) Breeches in crew rest shall result in a Ready Room Unsat (RRU).

CHAPTER 5

FUNCTIONAL CHECK FLIGHT/MAINTENANCE RECOVERY PROGRAM

500. FUNCTIONAL CHECK FLIGHT (FCF) DESIGNATION REQUIREMENTS.

a. General instructions are outlined in reference (e) and specific NATOPS manuals. The CO shall designate the Senior FCF NFO as per reference (e). Prospective FCF NFO's will be recommended by the Senior FCF NFO and/or the Standardization Officer to the Commanding Officer, complete the appropriate aircraft FCF syllabus IAW CTW-6 directives, and satisfactorily complete a check flight with the CTW-6 or Squadron Senior FCF NFO.

b. Students **shall not** participate in the FCF program.

c. FCF and in-flight evaluation (IFE) flights **shall** terminate at the departure field (No "Pro and Go's" are authorized).

TRARONFOURNINST 3710.1
01 June 2013

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CHAPTER 6

T-39 OPERATIONS

600. AIRCRAFT OPERATIONS. In addition to CTW-6 SOP guidance, the following apply:

a. Qualified to Ride. Complete and document egress training with a NATOPS qualified T-39 Instructor. Personnel granted introductory flights in the T-39 will not occupy a primary crew position (pilot or copilot seat) and will receive a standard NATOPS brief prior to flight.

b. Only the designated Instructor NFO (INFO) may occupy the jump seat on a student training sortie. A designated IN Mission Commander must be present on all training flights.

c. The senior qualified Mission Commander (MC) shall be the Mission Commander for the flight.

d. Aircrew are expected to review the Aircraft Discrepancy Book (ADB) prior to flight.

601. PROHIBITED MANEUVERS. In addition to the maneuvers specifically prohibited by the applicable Flight/NATOPS manual and the CTW-6 SOP, low transition takeoffs are prohibited.

602. DESIGNATIONS AND QUALIFICATIONS. Initial flight Instructor ANAV/VNAV designations, Mission Commander qualifications, and STAN qualifications for the T-39 are completed at IAW reference (e). Refer to enclosure (2) for qualification minimums.

603. AIRCREW NATOPS QUALIFICATIONS. In addition to CTW-6 SOP guidance, the NATOPS check flight profile for the T-39 Instructor Naval Flight Officer (NFO) will include, at a minimum, unusual attitude, stall series recognition/recovery demonstration, auto pilot practice, and an autopilot coupled Instrument Landing System (ILS) approach.

a. INFO Standardization flights shall be scheduled in a T-39 that provides the ability to monitor ICS and radio communications from the back seats of aircraft.

604. CROSS-COUNTRY OPERATIONS. A qualified T-39 Mission Commander is required on all cross-country and out-and-in

TRARONFOURNINST 3710.1
01 June 2013

flights. Aircrew qualified per paragraph 600(a) may travel as an observer on a space available basis.

TRARONFOURINST 3710.1
10 June 2013

CHAPTER 7

RESERVED FOR MULTI-CREW SIMULATOR (MCS) OPERATION

Standard Operating Procedures
Change Request

Date _____

Person/Department or Organization Submitting:

POC and Phone number: _____

Category: URGENT _____ ROUTINE _____

Agenda item/recommendation (be specific):

Specific incident (if any) prompting the agenda item (time/date/justification, etc):

SIGNATURE: _____ RANK: _____

TITLE: _____

ACTION TAKEN:

Note: Attach additional sheets as necessary.

TRARONFOURNINST 3710.1
01 June 2013

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Enclosure (1)

T-39 QUALIFICATIONS FLOW

I

SQ IUT PROGRAM



Q

INSTRUCTOR LETTER SIGNED
FROM CTW-6 (MUST FLY W/QUAL'D MC)



FOR MC QUAL: MC LETTER SIGNED FROM SQUADRON

- Observe 6 sorties: 3 INAV + 3 VNAV once I7003 complete, 1 Out/In
- *STAN recommendation



X

- 15 sorties as MC
- Observe one N5390
- *STAN recommendation



S

- Designated by Squadron CO
- *STAN recommendation
- STAN Eval Flts: I5201/N5201

*Wing CO, CO, XO & SAU CO does not require STAN recommendation



OTHER QUALS/DESIGNATIONS

**T-39 CRM
T-39 NATOPS**

T-39 IUT

T-39 IPC

T-39 FPC

(CO, XO & SAU CO will be designated as
IPC & FPC once qualified as instructors)

TRARONFOURNINST 3710.1
01 June 2013

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Enclosure (2)

TRARONFOURNINST 3710.1
01 June 2013

TO BE REPLACED BY AN MCS QUAL CHART

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Enclosure (3)

01 June 2013

Aircrew Currency Requirements

1. T-39 AIRCREW CURRENCY REQUIREMENTS

a. Mission Commanders shall complete quarterly emergency procedures examinations, an annual course rules examination, and an annual SOP examination. An emergency procedures test accomplished to satisfy an annual NATOPS check flight may count as a quarterly exam as well.

b. Instructors who have not flown any flights for the period of days specified below shall re-establish currency as follows:

(1) Greater than 365 days (CAT 1 Syllabus): Normal IUT Syllabus in accordance with respective CNATRA MCG. Squadron Standardization officers may advance the IUT to the End of Block based on the instructor's past flying experience and demonstrated proficiency. Instructor shall be designated in writing by CTW-6.

(2) 181-365 days (CAT 2 Syllabus):

- (a) Immediate Action EP (Bold Face) Exam.
- (b) NATOPS Open and Closed Book Exam.
- (c) Applicable Stage Standardization Exams.
- (d) Instructor Proficiency flight with a T-39 NATOP Instructor.
- (e) Applicable Stage Warm-up proficiency flights.
- (f) Applicable Stage Standardization Check Flights.

(3) 91-180 days (CAT 3 Syllabus):

- (a) Immediate Action EP (Bold Face) Exam.
- (b) NATOPS Open and Closed Book Exam.
- (c) Applicable Stage Standardization Exams.
- (d) Instructor Proficiency flight with a T-39 NATOPS Instructor.
- (e) Applicable Stage Standardization Check Flights.

Enclosure (4)

(4) 61-90 days (CAT 4 Syllabus):

(a) Immediate Action EP (Bold Face) Exam.

(b) NATOPS Open and Closed Book Exam.

(c) Instructor Proficiency flight with a T-39 NATOPS Instructor.

(5) 31-60 days (CAT 5 Syllabus):

(a) Immediate Action EP (Bold Face) Exam.

(b) NATOPS Open Book Exam.

(6) 15-30 days (CAT 6 Syllabus): Immediate Action EP (Bold Face) Exam.

c. T-39 NFO/ stage currency. If greater than 90 calendar days have elapsed since the last ANAV or VNAV stage flight, the Instructor must re-qualify in that stage by completing the appropriate STAN exam and flying a STAN check flight with a STAN Instructor.

d. Mission Commanders shall complete a T-39 emergency procedures simulator annually. All due diligence must be made to procure simulator time. If a simulator is unavailable, an in-depth emergency procedures discussion with a T-39 NATOPS Instructor will suffice.

2. NFO PROFICIENCY FLIGHTS. In addition to CTW-6 SOP guidance, the right seat sortie will be a minimum of one hour in duration. If this currency lapses, the individual will not instruct on any T-39 flight until currency is regained.

a. If 91-145 days have elapsed since the individuals last right seat flight, a warm-up right seat flight must be accomplished with a NATOPS Instructor NFO/.

b. If 146-180 days have elapsed, a minimum of two right seat flights with a NATOPS Instructor NFO/, a NATOPS re-qualification check flight, and an open and closed book NATOPS exam must be accomplished.

01 June 2013

c. If greater than 180 days have elapsed, the instructor is no longer qualified and must re-qualify in accordance with reference (c).

3. ANNUAL CHECK FLIGHTS. Annual instructor ANAV/VNAV STAN check flights may not be flown in conjunction with a student check flight.

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01 June 2013